CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK764				
Classification Specification: CUSTODIAN 1				
Salary Range: AF 13				
Position Description: Building Custodian				
Incumbent:				
Location: Parks Department - Facilities Division				

GENERAL PURPOSE:

Under the direction of the Custodial Supervisor or Custodial Lead, perform cleaning maintenance and custodial work for the City's buildings and facilities.

Work is characterized by general custodial duties including, but not limited to, mopping, sweeping, vacuuming, washing windows, collecting trash, and cleaning building surfaces, and restrooms. While actual duties of each Custodian will vary from time to time, all Custodians may be assigned to perform work in any or all facilities.

Work is performed independently in accordance with established procedures. Specific instructions as to the assignments and time lines are usually provided by the Supervisor or Lead orally. Some written instructions may also be given.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collect trash, recyclable waste products, and other foreign items and dispose in appropriate receptacles.

Clean, polish, and sanitize building surfaces including walls, counter tops, door plates, drinking fountains, handrails, stairs, floors, etc.

Vacuum and shampoo carpets and rugs in offices and open spaces, edge vacuum and vacuum upholstery; may also vacuum ceiling vents and return air vents.

Clean, sanitize, and maintain restrooms by cleaning mirrors, fixtures, floors, and shower areas by cleaning and sanitizing shower floors and walls, and locker areas.

Restock and maintain adequate supplies such as paper towels, sanitary supplies, soaps, etc.

Clean and refill dispensers.

Sweep, mop, buff, and refinish floors, rubber mats, stairways, and stairs.

Dust, clean, and polish furniture, woodwork, metal work, fixtures, lights, ledges, etc.

Clean and wash windows, doors, door windows, and blinds as required.

Ensure security of assigned building and offices by checking that doors are locked.

Ensure all ashtrays are cleaned outside City buildings and assigned smoking areas.

Ensure building entrances are clean and clear of leaves, grass, and other materials.

Dust and clean coffee and vending machines.

Scrub and strip hard surface floors for refinishing at assigned buildings as scheduled using floor machines, wet/dry extractors, and stripping solutions.

May be required to assist in refinishing gymnasium floors.

Clean, stock, and maintain custodian closets.

Perform general and minor repair of custodial equipment.

Assist in setting up for meetings by setting up tables and chairs, etc., and taking down same as necessary.

Load/unload custodial equipment into/out of a City pick-up truck or van as assigned.

Become familiar with, follow and actively support the City's mission, vision, values and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Proper methods, equipment, and materials used in custodial work
- Applicable health and safety regulations
- Basic requirements of maintaining City buildings safe, secure, clean and orderly
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications skills

SKILLED IN:

- Operating a variety of equipment used to clean and sanitize surfaces safely and effectively
- Using cleaning and sanitizing techniques

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ABILITY TO:

- Operate a variety of machines, tools, and equipment such as those listed below
- Utilize cleaning materials and cleaning solutions safely
- Understand and follow oral and written directions
- Follow procedures and clearly defined standards
- Perform heavy manual labor and meet the physical requirements as listed below
- Use interpersonal skills effectively in a tactful, patient and courteous manner
- Read, comprehend and apply simple instructions, short correspondence, and memos
- Effectively present information in one-on-one situations to supervisor and/or other employees of the organization
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED), or equivalent; and

Experience: Six (6) months of related experience.

Or: In place of the above requirement, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed

above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's license
- Must successfully pass the City's pre-employment driver's records check
- Successfully complete the City's Defensive Driving Course
- Maintain an excellent driving record

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in general custodial work including, but not limited to, vacuum cleaners, floor waxers, buffers, and hot water extractor. Other equipment and/or materials used include safety glasses or goggles, ear plugs or muffs, rubber or plastic gloves, dust masks, eyeshields, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; use stairs and elevators. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor environment. Employee may sometimes be exposed to outdoor weather conditions. Employee is required to work in the evenings and on weekends. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals, outside weather conditions, extreme cold, and extreme heat. Employee may be exposed to individuals who are irate or hostile. Noise level in the work environment is usually moderate to loud.

SIGNATUR	ES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department	t Director/Designee	Date	Human Resources Director	Date
** Note:	This document will be reviewed and updated annually at the time of the employee' performance appraisal; when this position becomes vacant; or, if the duties of thi position are changed significantly.			

Revised 7/13/09